



# Los Angeles Valley College

## Grants Committee Minutes February 15, 2011

**Members Present:** Lennie Ciufo, Deborah diCesare, Raul Gonzalez, Bobbi McDaniel, Nona Matatova, Marni Roosevelt and Kathleen Weislein.

**Members Absent:** Laurie Nalepa, Ellie Rabani, Sherri Rodriguez – Excused, notified in advance.

**Guests:** Syed Hussain.

### Meeting called to order at 10:00 am

1. Minutes of Previous Meeting: Approved
2. Reports:
  - a. EPC – Action taken by EPC related only to FTEF allocation.
  - b. IRB – No meeting occurred.
3. Old Business (Action Items)
  - a. Discussed January Grant Tracking Form Process. Timeliness was emphasized. Concern raised initial idea can change up until the final submission. Committee agreed to incorporate Grant Tracking Form workgroup's supplemental sheet titled, Grant Review Guide, for internal grant review process.
  - b. Data Base – In development and should be ready for committee review by next meeting.
4. New Business (Action Items)
  - a. Grant Tracking Form – ALL
    - i. Reviewed Grant Tracking Form completed by Syed Hussain for an anticipated H.I.S. Math grant. Discussed grant components, indirect costs and the use of a grant writer. Process confirmed that having a phased approach to the grant form will be beneficial.
    - ii. Bobbi McDaniel will officially submit grant tracking form for a new Upward Bound.
    - iii. Marni Roosevelt – new form to be reviewed by a work group.
5. Public Agenda Speakers: None
6. Adjourned at 11:30
7. Submitted by: Deborah diCesare
8. Date Submitted: February 16, 2011

### **Future Meeting Dates**

**Committee Meeting Dates (2011)**

**3/15, 4/19, 5/17, 6/21**

**Time: 10:00 - Noon**

**Location: Student Services Complex, 2<sup>nd</sup> floor conference room**